



#Public Training/Workshop#

## INTEGRATING PAYROLL & HUMAN RESOURCES SERVICES

*"The Art Of Adventure For Lifelong Learning"*

### INTRODUCTION:

The relationship between Payroll and Human Resources departments has traditionally been a debatable one. Over the years the roles of both have evolved, and it is arguably now critical to the business that they work together in order to meet its needs. Some organisations have gone so far as to merge both departments in efforts to increase efficiencies.

### OBJECTIVES:

- ◆ Exploring the benefits and pitfalls in intergration
- ◆ Understanding the clear processes and timeline during the intergration
- ◆ Understanding the employee relationships in both payroll and HR
- ◆ Breaching the cultural differences in both areas

### WHO SHOULD ATTEND?:

- ◆ Human Resources Department
- ◆ Finance Department
- ◆ Account Department
- ◆ Senior Manager in All department

### METHODOLOGY:

- ◆ Adult learning method with interactive approach lectures
- ◆ slide presentations
- ◆ group exercises
- ◆ case studies
- ◆ group presentation

### PROGRAM SCHEDULE:

Registration	:8.30am
Morning session	:9.00am - 10.30am
Morning Tea	:10.30am - 10.45am
Lunch	:1.00pm - 2.00pm
Afternoon session	:2.00pm - 3.30pm
Afternoon Tea	:3.30pm - 3.45pm
End	:5.00pm

### Date:

Please refer to our WEBSITE

### Duration:

2 days (9am - 5pm)

### Medium:

English & Bahasa Malaysia

### Venue:



[www.asl-solutions.com](http://www.asl-solutions.com) | [icare@asl-solutions.com](mailto:icare@asl-solutions.com) | TEL : 603 - 55420023 | FAX : 603 - 55480024

## COURSE OUTLINE

### Module 1:

- ♦ Program Overview
- ♦ Traditional relationships between payroll and Human Resources department
- ♦ Why groups of people in HR and payroll are very different?

### Module 2:

- ♦ The cultural differences in payroll and HR
- ♦ Why it exist?
- ♦ Roles and Responsibilities of payroll and HR
- ♦ Processes and timeline

### Module 3:

- ♦ Employee Relationship (payroll & HR)
- ♦ Merging payroll services and transactional HR services
- ♦ Evolving Relationships when payroll and HR are together

### Module 4:

- ♦ Communication and education process in the intergration
- ♦ Communication chain
- ♦ Understanding their new function

### Module 5:

- ♦ Data Intergration and its clear processes & timeline
- ♦ Major obstacles during the intergration
- ♦ Common understanding in the common governing rules

### Module 6:

- ♦ Benefits of payroll and Human Resources intergration/together
- ♦ Improving level of customer service in employee relationships
- ♦ Improving level of efficiencies
- ♦ Can payroll help HR enhance employee engagement?
- ♦ The Pitfalls of intergration
- ♦ Change management in the organizational restructure



## TRAINER PROFILE'S

### **Asma Laili Hj Mohd Isa**

Asma holds a MBA from International Islamic University of Malaysia, with a major in General Management, whilst, her initial degree was in the area of Hotel & Restaurant Management from University of New Haven, Connecticut, United States Of America.

She has more than **20 years** of experience in the hospitality industry from her previous capacities as a Human Resource Manager, Assistant Training Manager, Training Officer, Operation and Catering Manager, Banquet Sales Executive / Banquet Executive and Assistant Manager (Front Office). Her programs are certainly exciting and interactive as she includes many hands-on activities to keep participants motivated throughout her sessions.

Asma is a PSMB certified trainer and over the years, she has formulated and conducted various training programs for public, corporate, government and semi-government agencies namely: GEMS, IFDR, PUS-PEN/PERSADA, JPM, KPT, LHDN, AKPK, FAMA, FELDA, STAR Publications, Malakoff, Kontena Nasional, GMI, IPPJ, TM, TNB, MMU, INSAN (KK), UUM, MSU, UTM, HOTEL PURI (MELAKA), BAYVIEW HOTEL (LANGKAWI), KOLEJ KEJURURAWATAN(KB), SUMIPUTEH, KKM, RISDA and KPM. Kementerian Belia Dan Sukan, UTHM, Universiti Malaysia Kelantan (UMK), Syarikat Air Kelantan (AKBS)

She is presently the External Examiner for Executive Diploma Program (Hospitality), Diploma Program and Certificate Program under Olympia College and Raffles College.

## IN-HOUSE TRAINING

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# Registration Form

## INTEGRATING PAYROLL & HUMAN RESOURCES SERVICES

**DATE:** Refer to our WEBSITE. | **VENUE:**

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

**icare@asl-solutions.com ; shafi@asl-solutions.com**

FAX : +603-5548 0024 ; TEL : +603-5542 0023 (HuntingLine)

PARTICIPATION FOR TWO DAYS WORKSHOP

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### PARTICIPANT'S NAME :

Name : \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_

DL : \_\_\_\_\_ HP: \_\_\_\_\_

Email: \_\_\_\_\_

Name : \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_

DL : \_\_\_\_\_ HP: \_\_\_\_\_

Email: \_\_\_\_\_

Name : \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_

DL : \_\_\_\_\_ HP: \_\_\_\_\_

Email: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel : \_\_\_\_\_ Fax: \_\_\_\_\_

Authorization (Signatory must be authorized on behalf of the company )

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Department : \_\_\_\_\_

DL: \_\_\_\_\_ Email : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This booking is invalid without a signature & company stamp.

### TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation

2. Fees are inclusive of program materials and refreshments.

3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking ( LOU ). Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

### 4.CLIENT'S CANCELLATION/SUBSTITUTION

Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in . All bookings carry a 50% cancellation liability should the notice given is less than two(2) weeks. and 100% cancellation liability 4-days prior to the event Non-payment or non- attendance does not constitute cancellation.

( However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing )

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

**ASL Training & Consultancy Sdn. Bhd.**

**COMPANY STAMP**



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